

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Leased Space

FROM:

DDS&T
6E60 Hqs.

EXTENSION

NO.

DDS&T 465-83

DATE

83-1026/6

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

8/ DDA
7D24 Hqs.14 JUN
1983

CM

1- copy to D/O L & EAS
LSD 3 + RECD.

2.

A DDA

17 AUG
198314 JUN
1983Done
Have
14 June 83
Yes pls

3.

D D A

4.

file

5.

6.

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10.

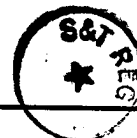
11.

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DD/A REGISTRY
FILE: 45-14

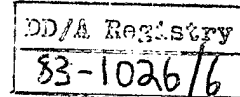
STAT

BA.

S E C R E T

DDS&T 465-83

13 JUN 1983



MEMORANDUM FOR: Deputy Director for Administration

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Request for Leased Space

REFERENCES: A. DDA memo for DDS&T dated 25 May 83,
same subject (DDA 83-1026/4)

B. DDS&T memo for D/L dated 15 Apr 83,
same subject (DDS&T 295-83)

Harry

1. Thank you very much for your memorandum of 25 May (Reference A). As I indicated to you in my memorandum of 15 April (Reference B), I was interested in exploring options that would provide us with the urgently needed space at the beginning of FY-84. I believe it is imperative that we avoid a repeat of FY-83, in which most of the space we had programmed to accommodate the Agency's FY 83 increases will not be available for occupancy until mid-FY 84. As you know, this has placed an extreme hardship on many Agency components. As in FY-83 (see attached) DDS&T has a large number of new employees scheduled to EOD in the first several months of FY-84 to begin attacking the new R&D, collection and analysis programs which have been approved. We will need space to house these programs. While I realize final FY-84 Congressional approvals have not been received, it appears that the minimum Agency increase will be [redacted] 100,000-plus additional sq. ft. I submit, therefore, that we should begin now to survey and identify space that can be occupied in October 1983.

25X1

2. I stand ready to support you in your survey and contracting efforts and would even accept some less-than-optimum space rather than lose excellent candidates or efficiency in our operations because of lack of space. I have appointed [redacted] of my staff as the coordinator for all DS&T requirements and he has up-to-date projections of our strength for FY-84/85. We all are hoping,

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S E C R E T

S E C R E T

SUBJECT: Request for Leased Space

of course, that these new leases are temporary in nature and that the DS&T will be back together in Langley when the new Headquarters Building is completed.



R. E. Hineman

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Attachment:

DDS&T On-Duty Strength FY-83

DDS&T 465-83
Page 2

S E C R E T